



In cooperation with the  
State Department of Health

## HENRICO COUNTY HEALTH DEPARTMENT

8600 DIXON POWERS DRIVE  
P.O. BOX 27032  
RICHMOND, VIRGINIA 23273



Responding to your application for an onsite sewage disposal system is an important part of our mission to protect the public health and serve the citizens of Henrico County. The purpose of this memo is to inform you how your application will be processed.

To comply with the Code of Virginia and Virginia Department of Health regulations all applications will be evaluated for the issuance of a certification letter unless the applicant is:

- requesting a sewage disposal system construction permit to repair an existing system; or,
- requesting a sewage disposal system construction permit concurrent with a building permit application for the structure to be served.

A certification letter guarantees that a sewage disposal system construction permit shall be issued in the future unless there is a substantial physical change in the soil or site conditions where the onsite sewage disposal system is to be located. The certification letter will identify the design capacity (e.g., number of bedrooms) and the boundaries of the approved sewage disposal system area (and well site where applicable). The certification letter has no expiration date, is transferable to subsequent owner(s), and, if redeemed within 18 months for a construction permit, there will be no additional application fees.

A construction permit authorizes the installation of a specific design and location, expires 18 months after issuance, and is not transferable to subsequent owner(s). **If you are eligible to receive a construction permit**, please submit information verifying that you intend to repair an existing system or, have submitted a building permit application for the structure to be served.

### Schedule of Henrico County's Sewage & Private Well Application Fees

Application Type	Fee
Bare application -Onsite Sewage Construction Permit	\$405.00
Bare application Certification Letter (Onsite Sewage)	\$350.00
AOSE Construction Permit or Certification Letter, System $\leq$ 1,000 gpd	\$250.00
Construction Permit or Certification Letter, System $\geq$ 1,000 gpd	\$1125.00
Private Well Construction Permit	\$205.00
Bare Application Onsite Sewage & Private Well Construction Permit	\$610.00
AOSE Construction Permit & Well, System $\leq$ 1,000 gpd	\$455.00
Construction Permit, System $>$ 1,000 gpd & Well	\$1330.00
Repair of existing sewage disposal system	no fee
Abandonment of existing private well	no fee

Please submit a check payable to: County of Henrico

**Commonwealth of Virginia**  
**Application for a Sewage Disposal and/or Water Supply Permit**

Health Department ID \_\_\_\_\_

**To Be Completed By The Applicant**

Type of sewage system: \_\_\_\_\_ New \_\_\_\_\_ Repair \_\_\_\_\_ Expanded \_\_\_\_\_ Conditional  
FHA/VA yes \_\_\_\_\_ no \_\_\_\_\_ Case No. \_\_\_\_\_

Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

Agent \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

Property Address \_\_\_\_\_

GPIN # \_\_\_\_\_

(or old tax map #)

Subdivision \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Other Property Identification \_\_\_\_\_

Dimension/size of Lot/Property \_\_\_\_\_

**Other Application Information**

**I. Building/facility** \_\_\_\_\_ New \_\_\_\_\_ Existing  
Intermittent Use \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, describe \_\_\_\_\_

**II. Residential Use** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Termite Treatment \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Single Family \_\_\_\_\_ Multi-family  
(# of bedrooms \_\_\_\_)(# of bedrooms \_\_\_\_)

Basement \_\_\_\_\_ Yes \_\_\_\_\_ No  
Fixtures in Basement \_\_\_\_\_ Yes \_\_\_\_\_ No

**III. Commercial Use** \_\_\_\_\_ Yes \_\_\_\_\_ No Describe: \_\_\_\_\_

Commercial/Wastewater \_\_\_\_\_ Yes \_\_\_\_\_ No Number of Patrons \_\_\_\_\_  
Number of Employees \_\_\_\_\_

If yes, give volumes and describe \_\_\_\_\_

**IV. Water Supply:** \_\_\_\_\_ Public \_\_\_\_\_ New \_\_\_\_\_ Existing  
\_\_\_\_\_ Private \_\_\_\_\_ New \_\_\_\_\_ Existing

Describe: \_\_\_\_\_

**V. Proposed Sewage Disposal Method:**

Onsite Sewage Disposal System: \_\_\_\_\_ Septic Tank Drainfield \_\_\_\_\_ Spray Irrigation  
\_\_\_\_\_ LPD \_\_\_\_\_ Drip Irrigation  
\_\_\_\_\_ Mound \_\_\_\_\_ Public Sewerage System

Attach a site plan (rough sketch) showing dimensions of property, proposed and/or existing structures and driveways, underground utilities, adjacent soil absorption system, bodies of water, drainage ways, and wells and springs within 200 feet radius of the center of the proposed well or drainfield. Distances may be paced or estimated.

**NOTE:** The property lines and building location are clearly marked and the property is sufficiently visible to see the topography. I give my permission to the Department to enter onto the property described for the purpose of processing this application.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date